



Pay Pool Administrator Advisory

2015-01

Issue Date: February 27, 2015

Topic: Procedures to Update Appraisals and Compensation Following a Grievance Decision

Discussion: The final decision rendered on a grievance may result in the need to change the appraisal scores, narratives and/or resulting compensation. Pay Pool Administrators and supervisors do not have access to the necessary CAS2Net modules to make changes to cycle 2014 data. From this point on, Pay Pool Administrators need to forward requests for changes directly to SRA, who will make the changes in the database for the affected employees.

We have a new tool for you to use to calculate compensation changes as a result of a grievance decision. The Grievance Compensation Management Spreadsheet (CMS) is posted in Pay Pool Notices. The Contents tab provides the details for using the tool, including how to create a new Part I with the updated scores and payout data. There is both an .xls version and an .xlsm version of the tool posted.

Action: Send the following information to SRA at CAS2NetSupport@sra.com in a document or email for expediting a request to change appraisal scores, narratives, salary (CRI) and award (CA) increases:

- 1) Name of individual
- 2) Pay Pool ID
- 3) CAS2Net ID
- 4) Changes to include the complete text with changes for each affected factor to replace in its entirety (by copy and paste) directly into the CAS2Net database
- 6) If applicable, resulting changes to pay increases and awards, and new salary. Use the Grievance CMS to determine compensation adjustments. *Attach the entire new Part I generated from the Grievance CMS file to your message.*

Note: You must work with your servicing personnel office to make any changes in DCPDS that result from the grievance decision. This includes changes to the adjective rating, salary, carryover bonus, and CA.